



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

**CAREER OPPORTUNITY
NOTICE OF VACANT POSITION**

Position Title: Accounting Professional
Division: Operations
Section: State Accounting
Unit: Funds, Receipts & Collections

Full-Time
Salary: \$44,448.-\$64,602
Union: Teamsters Local 916
Posting Number: 21-010

Description on Duties/Essential Functions:

Under the general supervision of the Supervisor, Funds, Receipts and Collections, audits and processes Expenditure Transfers, Object Corrections, Obligation Reconciliations, Fund Transfers and Governor's Releases; reviews and approves Expenditure Adjustment Transmittals and Salary Refunds; answers and responds to Involuntary Withholding Unit telephone inquiries by using SAMS information tables to provide information to debtors and agencies; identifies and directs Involuntary Withholding phone calls to appropriate staff or agency; verifies and process the Involuntary Withholding Warrant Pull Listing to determine if the garnishments are appropriate and notifies the agency of any corrections that need to be made; and performs other duties as required related to the position.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four (4) years of college with two (2) years of professional accounting experience or any equivalent combination of these requirements may be acceptable. Requires proficiency in Microsoft Word, Excel and Access. Knowledge of SAMS and the state involuntary withholding process is of added benefit.

Work Location:

Illinois Office of Comptroller
325 West Adams Street
Springfield, IL 62704

How to Apply:

Applicants will be graded based on education and experience. Applicants must submit the **Illinois Office of Comptroller application**, along with proof of college degree, by the closing date of this posting. Applications can be found on the Comptroller's website, <http://illinoiscomptroller.gov/employment/>. A detailed resume may also be attached but should not replace the application.

No other applications, including the "CMS100," will be accepted. Completed and *signed* applications may be mailed or emailed to:

Madeline Small

Madeline.Small@IllinoisComptroller.gov

Office of Human Resources
IL Office of Comptroller
325 West Adams,
Springfield, IL 62704

Last date to apply: June 9, 2021

The Illinois Office of Comptroller is an Equal Opportunity Employer.